

कार्यालय : मुख्य निर्वाचन अधिकारी, उत्तराखण्ड  
विश्वकर्मा भवन, प्रथम तल, सचिवालय परिसर 4-सुभाष रोड़, देहरादून- 248001

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संख्या- 59 /XXV-12(11)/2021

देहरादून : दिनांक 03 जनवरी, 2021

स्पीड पोस्ट

सेवा में,

श्री राकेश कुमार पुत्र श्री भिक्कम सिंह,  
खसरा नं०-534,  
डॉ० अम्बेडकर बस्ती,  
ग्राम व पोस्ट अबुपुर,  
जनपद गाजियाबाद, उ०प्र०।

विषय- सूचना के अधिकार अधिनियम-2005 के तहत सूचना के सम्बन्ध में।

महोदय,

उपरोक्त विषयक आपका अनुरोध पत्र दिनांक 02-12-2021 इस कार्यालय में दिनांक 27.12.2021 को प्राप्त हुआ है, मैं मांगी गयी वांछित बिन्दुओं से सम्बन्धित कार्यालय में धारित सूचना, निम्न प्रकार प्रेषित की जा रही हैं-

बिन्दु संख्या-	सूचना का विवरण
बिन्दु-2	भारत निर्वाचन आयोग के पत्र संख्या- <u>No.23/2021-EPS(Vol.II)</u> दिनांक 03.08.2021, <u>No.23/2021-EPS</u> दिनांक 23.9.2021, <u>No.23/2021-EPS(Vol.II)</u> दिनांक 555.11.2020, <u>No.23/2019-EPS(Vol.III)</u> दिनांक 29.11.2019, <u>No.23/LET/ECI/FUNC/ERD/ER/2018-II</u> दिनांक 25.9.2018 कुल पृष्ठ-14 (चौदह)
बिन्दु-2 को छोड़कर, समस्त बिन्दुओं से सम्बन्धित सूचना	सूचना का अधिकार अधिनियम-2005 की धारा-6(3) के अन्तर्गत समस्त लो०सू०अ०/सहायक जिला निर्वाचन अधिकारी, उत्तराखण्ड को वांछित सूचना उपलब्ध कराने हेतु हस्तान्तरित।

इस आदेश के अन्तर्गत दी गई जानकारी से यदि असंतुष्ट हों तो आदेश प्राप्ति की तिथि से 30 दिन के अन्दर विभाग के अपीलीय अधिकारी जिनका पता निम्नवत है, अपील दायर कर सकते हैं।  
संलग्नक-यथोपरि।

अपीलीय अधिकारी का पता-

सहायक मुख्य निर्वाचन अधिकारी,  
विश्वकर्मा भवन, प्रथम तल,  
सचिवालय परिसर 4-सुभाष रोड़,  
देहरादून- 248001,

भवदीय,

*B. S. Rawat*  
(बसन्त सिंह रावत)

अनुभाग अधिकारी एवं  
लोक सूचना अधिकारी।

पू०संख्या 59 /XXV-12(11)/2018, तददिनांक।

प्रतिलिपि- समस्त लोक सूचना अधिकारी/सहायक जिला निर्वाचन अधिकारी, उत्तराखण्ड को उपरोक्त अनुरोध पत्र सूचना का अधिकार अधिनियम-2005 की धारा 6(3) के अन्तर्गत इस आशय से हस्तान्तरित कि संलग्न अनुरोध पत्र के बिन्दु संख्या-2 को छोड़कर अन्य बिन्दुओं पर वांछित सूचना अनुरोधकर्ता को उपलब्ध कराने का कष्ट करें।  
संलग्नक-यथोपरि।

*B. S. Rawat*  
(बसन्त सिंह रावत)

अनुभाग अधिकारी एवं  
लोक सूचना अधिकारी।

प्रति-27/12/21  
HA

समयबद्ध / महत्वपूर्ण / जनहित

दिनांक- 02-12-2021

सेवा में,

मुख्य निर्वाचन अधिकारी  
उत्तराखण्ड देहरादून 248001

**विषय:- जनसूचना अधिकार अधिनियम 2005 के अन्तर्गत उत्तराखण्ड राज्य के बारे में विधान सभा चुनाव 2022 में शुद्ध मतदाता सूची तैयार कराने के मामले में भारत निर्वाचन आयोग के दिशा-निर्देशों में निम्न बिन्दुओं पर सूचना उपलब्ध कराये।**

महोदय,

1. उत्तराखण्ड में विधान सभा के आम चुनाव में वोटर डिलीशन (दिवंगत/मृतक मतदाता, अस्थायी रूप से रहने वाले स्थान परिवर्तित करने वाले और एक से अधिक स्थान पर वोटर लिस्ट में शामिल मतदाता) के नाम वोटर लिस्ट से अपमार्जित (**Removal of all DSEs/Multipal Entries, logical error etc.**) अभियान 9 अगस्त 2021 से 31 अक्टूबर 2021 के दौरान जिन सहायक रजिस्ट्रीकरण अधिकारी **A.E.R.O** रजिस्ट्रीकरण अधिकारी **E.R.O** और जिलाधिकारियों के इस अवधि में उत्तराखण्ड सरकार ने स्थानांतरण किये हैं उनकी सूची उपलब्ध कराई जाये।
2. भारत निर्वाचन आयोग ने आम चुनाव 2022 के लिए उत्तर प्रदेश, उत्तराखण्ड और पंजाब राज्य के मुख्य निर्वाचन अधिकारियों और जिलाधिकारियों को जो निर्देश/आदेश दिए गये उन आदेशों और निर्देशों की छाया प्रतियां उपलब्ध कराई जाये।
3. भारत निर्वाचन आयोग के दिशा निर्देशों के अनुक्रम में पुनरीक्षण पूर्व एवं विशेष संक्षिप्त मुख्य निर्वाचन अधिकारी उत्तराखण्ड ने दिनांक 3 अगस्त 2021 के अनुपालन में 09-09-2021 से 31-10-2021 के दौरान 9 अगस्त 2021 से 31 अक्टूबर 2021 तक वोटर लिस्ट से अपमार्जित करने के लिए चिन्हित हो चुके मतदाताओं की बूथवार/भागवार संख्या उपलब्ध कराई जाये। जिनमें मृतक मतदाताओं और अस्थायी रूप से निवास करने वाले स्थान परिवर्तन कर चुके मतदाताओं की अलग-अलग भागवार संख्या उपलब्ध कराई जाये।
4. भारत निर्वाचन आयोग के 13 अगस्त 2021 के आदेश के अनुपालन में (**Removal of all DSEs/Multipal Entries, logical error etc.**) अभियान 9 अगस्त 2021 से 31 अक्टूबर 2021 तक जिन मतदाताओं को मतदाता सूची से नाम प्रथक किए जाने के लिए चिन्हित कर लिया गया है। उनमें से कितने मतदाताओं को स्पीड पोस्ट के माध्यम से सूचना हेतु नोटिस भेज दिया गया है और कितने मतदाताओं को नोटिस भेजा जाना शेष है, जनपदवार बताया जाये।
5. वर्तमान में प्रभावी मतदाता सूची में कितने मतदाताओं का वोटर लिस्ट में एक से अधिक स्थानों पर वोट बना हुआ है। उनकी जनपदवार संख्या उपलब्ध कराई जाये।
6. भारतीय संविधान ने आर्टिकल 324 के तहत वोटर लिस्ट बनाने, स्वतंत्र, निष्पक्ष एवं पारदर्शी चुनाव कराने की ड्यूटी भारत निर्वाचन आयोग को सौंप रखी है। यदि किसी मतदाता का मतदाता सूची में से आयोग द्वारा तय किये गए मानकों के विरुद्ध गलत तरीके से नाम पृथक कर उनके संवैधानिक मतदान करने के अधिकार से वंचित कर दिया जाता है तो उसके लिए सहायक रजिस्ट्रीकरण अधिकारी **A.E.R.O** निर्वाचक रजिस्ट्रीकरण अधिकारी **E.R.O**, जिला निर्वाचन अधिकारी, मुख्य निर्वाचन अधिकारी एवं मुख्य निर्वाचन आयुक्त तक कौन-कौन लोक सेवक उत्तरदायी होंगे। उनके विरुद्ध आई0पी0सी की किन धाराओं में मुकदमा पंजीकृत किया जा सकता है, और मतदाता अपने मत के संवैधानिक अधिकार से वंचित होने के मामलों में कितनी धनराशि क्षतिपूर्ती के रूप में मांगने के लिए सिविल कोर्ट में सिविल वाद दायर कर सकता है।
7. उत्तराखण्ड राज्य में भारत निर्वाचन आयोग ने स्वतंत्र, निष्पक्ष एवं पारदर्शी चुनाव कराने के लिए निष्पक्ष, पारदर्शी एवं शुद्ध मतदाता सूची बनाने के लिए जिन **A.E.R.O, E.R.O**, जिला निर्वाचन अधिकारियों और मुख्य निर्वाचन अधिकारी ने आयोग के दिशा-निर्देशों का उल्लंघन कर शुद्ध मतदाता सूची बनाने के लिए अपने पदीय दायित्वों का उल्लंघन कर शुद्ध मतदाता सूची बनाने में लापरवाही बरती है उन लोक सेवकों के विरुद्ध अब तक भारत निर्वाचन आयोग द्वारा की गई कार्यवाही का विवरण उपलब्ध कराया जाये।

शुल्क के रूप में रुपये 10 का पोस्टल आर्डर संख्या 51F 950440 संलग्न है। प्रार्थी को सूचना सी.डी./पैन ड्राईव पर उपलब्ध कराई जाये। जिसका भुगतान करने के लिए प्रार्थी तैयार है। सूचना व्यापक जनहित में मांगी गई है। इसलिए अविलम्ब उपलब्ध कराने का कष्ट करें।

आवेदक

राकेश कुमार

पुत्र श्री भिक्कन सिंह

खसरा नं0 534, डा0 अम्बेडकर बस्ती ग्राम व पोस्ट अबुपुर

जनपद गाजियाबाद, उ0प्र0 221206

मोबाईल नम्बर-9997411085

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By Email/Speed Post

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 23/2021-ERS

Dated: 13<sup>th</sup> September, 2021

To,

The Chief Electoral Officers of all States/UTs

**Subject: Deletion of the names of SHIFTED electors from the electoral rolls-regarding.**

References:

- (i) Commission's letter no. 23/2013-ERS/Vol-III dated 11<sup>th</sup> April, 2013
- (ii) Commission's letter no.23/1/2013 dated 11<sup>th</sup> December, 2013
- (iii) Commission's letter no.23/1/2013 dated 21<sup>st</sup> January, 2014 and
- (iv) Commission's letter no. 23/1/2013-ERS-Vol-III dated 13<sup>th</sup> February, 2014

Sir/Madam,

I am directed to state that the Representation of the People Act 1950 and the Registration of Electors Rules, 1960 make detailed provisions for preparation of electoral rolls. To supplement the statutory provisions, the Commission has been issuing instructions from time to time including certain instructions in letters referred to above.

2. Section 22 of Representation of the People Act 1950, read with Rule 18 of Registration of Electors Rules, 1960 provides procedure of correction.

*"Section 22- Correction of entries in electoral rolls:- If the Electoral Registration Officer (ERO) for a constituency, on application made to him or on his own motion, is satisfied, after such enquiry as he thinks fit, that any entry in electoral roll of that constituency should be deleted on the ground that the person concerned is dead or has ceased to be ordinarily resident in the constituency or is otherwise not entitled to be registered in that roll, the ERO shall, subject to such general or special directions, if any, as may be given by the Election Commission in this behalf, delete that entry".*

Further, Rule 18, *interalia*, says the following:-

*"Rule 18- Acceptance of claims and objections without inquiry:- If the registration officer is satisfied as to the validity of any claim or objection, he may allow it without further inquiry after the expiry of one week from the date on which it is entered in the list exhibited by him under clause (b) of rule 16. Provided that where before any such claim or objection has been allowed, a demand for inquiry has been made in writing to the registration officer by any person, it shall not be allowed without further inquiry".*

AR0 III  
B.S. Au  
21-9-21  
S.i

Add. C.E.O.  
(सौजन्या)  
मुख्य निर्वाचन अधिकारी  
उत्तराखण्ड  
13-9-2021

J.T.S.E.O.  
अपर मुख्य निर्वाचन अधिकारी,  
उत्तराखण्ड, देहरादून  
15-9-2021

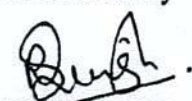
Page 1 of 3

Dy. C.E.O.  
संयुक्त मुख्य निर्वाचन अधिकारी  
उत्तराखण्ड

A-C.T.O.  
(जितेन्द्र कुमार)  
उप मुख्य निर्वाचन अधिकारी

4. However, if an elector has shifted only temporarily but is otherwise ordinarily resident at the given address, his name shall not be deleted from the electoral roll of the constituency.
5. No suo moto deletions shall be done in an election year, when a general election to State Assembly or House of People is due in the State concerned during the 6 months period ending on the date of expiry of the term of the said house. However, suo-moto deletion can be done in special circumstances, after obtaining the Commission's approval.
6. All the records, communications and responses relating to deletions shall be kept in the file (physical as well as in ERO-Net) separately for each of such electors whose names have been deleted, uploaded in ERO-Net for future reference for 3 years. Provision for this will be made in the ERO-Net.
7. For the purpose of monitoring of removal of shifted entries, DEOs shall submit a monthly report (generated through ERO-net) to their respective CEO by the 10th of the following month reflecting the assembly constituency wise figures of identified, confirmed and finally deleted cases. CEOs in turn, shall send a consolidated list of the same AC wise/District wise along with overall narrative progress report in the matter to the Commission by 15th of every month.
8. All notices (in the enclosed Format 'B'), Checklist and the list of final deletions may be generated through ERO-Net, a monitoring dashboard for specific purpose of removal of shifted entries would be provided on ERO-Net.
9. Wide publicity may be given about options available for person, whose name has been deleted from the electoral roll wrongfully. These options are that either he/she can file an appeal under Section 24 of the Representation of the People Act, 1950 within the prescribed period to the District Election Officer against the deletion of his/her name or submit a Form-6 before the Electoral Registration Officer for inclusion of his/her name in the electoral roll any time during summary revision or continuous updation of electoral roll.
10. All concerned may be informed accordingly.

Yours faithfully



(RITESH SINGH)  
UNDER SECRETARY

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By E-mail/Speed Post

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

No.23/2021-ERS (Vol.-II)

Dated: 3<sup>rd</sup> August, 2021

To,

The CEOs of all States & UTs  
(except UT of Jammu & Kashmir)

**Subject: - Programme of Special Summary Revision of Photo Electoral Rolls with reference to 01.01.2022, as the qualifying date - regarding.**

- References: -
- (1) Letter No. 23/2020-ERS, dated 05.11.2020,
  - (2) Letter No. 23/2019-ERS (Vol.-III), dated 29.11.2019,
  - (3) Letter No. 23/LET/ECI/FUNC/ERD/ER/2018-II, dated 25.09.2018,
  - (4) Letter No. 23/LET/ECI/FUNC/ERD-ER/2019, dated 14.02.2019, and
  - (5) Letter No. 23/INST/2020-ERS, dated 30.07.2020. -
  - (6) Manual on Electoral Rolls, 2016, and
  - (7) Manual on Polling Stations, 2020

Sir/Madam,

I am directed to state that the Commission has directed to undertake Special Summary Revision of Photo Electoral Rolls with reference to 01.01.2022, as the qualifying date, in all the States/UTs (except UT of Jammu and Kashmir) as per the following schedule: -

Pre- Revision activities		
1.	(i) Removal of all DSEs/multiple entries, logical errors etc, (ii) H2H verification through BLOs (iii) Proper formation of sections; and (iv) Rationalization of polling stations	09.08.2021 (Monday) to 31.10.2021 (Sunday)
Revision Activities		
2.	Publication of Integrated draft electoral roll	On 01.11.2021 (Monday)
3.	Period for filing claims & objections	01.11.2021 (Monday) to 30.11.2021 (Tuesday)
4.	Special campaign dates	As suggested by CEOs.
5.	Disposal of claims and objections	By 20.12.2021 (Monday)
6.	Final publication of electoral roll	By 05.01.2022 (Wednesday)

2. CEO may request change in the schedule, if required, with full justification within seven days from the date of issue of this letter.

3. **Pre-revision activities:** - CEOs shall ensure that all pre-revision activities, viz., removal of DSEs/multiple entries etc., rationalization of polling stations (having electors more than 1500 except Goa, Manipur, Punjab, Uttar Pradesh and Uttarakhand where the limit of number of electors per polling station has been restricted to 1200), proper formation of sections, control table updations etc., are completed in time bound manner before draft publication as per the schedule. All pending forms (6, 6A, 7, 8 & 8A) will be necessarily disposed of before draft publication.

Further, BLO shall visit polling station and use mobile locator tool of "Garuda" App. Location of polling station i.e. latitude & longitudes will be captured in Garuda App. Photos of Polling Station and AMF shall also be captured in the mobile App.

4. **Preparation of integrated draft roll:-** At the time of publication of draft roll for SSR, 2022, the final roll of SSR-2021, plus supplements prepared during continuous updation thereafter will be

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integrated and amalgamated after removing all deletion and clubbing familiar members together. Part wise supplements of additions, deletions and corrections made during the period of continuous updation shall be prepared and kept in record for future reference. However, it shall not be shared with any political party or uploaded on website. (6)

5. **Disposal of claims and objections:-** After completing pre-revision activities CEO will send requisite information in Formats 1-8 related to draft publication of electoral roll along with comments/explanatory note to the Commission well before the draft publication. Lists of claims and objections shall be exhibited on notice boards in the respective offices of EROs, polling stations and on the CEO's website. Such lists should also be shared with political parties. Disposal of claims and objections shall be done only after seven clear days' period has been passed after publication of such lists.

6. **Supervision and Checks by Supervisor/AEROs/EROs:-** The Commission has devised following mechanism for supervision and verification - BLO Supervisor shall verify 5% of BLO's work, AERO shall verify 1% of BLO's work, in addition to field checking of households with more than 10 electors (abnormal gender ratio, and the first 20 polling stations with highest number of additions or deletions). ERO shall verify 10% of the forms disposed by each of AEROs, in addition to field verification wherever felt necessary. **The DEO shall submit a scrutiny report and detailed justification in respect of ACs in the district where deletion and addition is 1% higher than the district average or deletion and addition is more than 3% in any AC.** CEO shall in turn give his justifications for this in his report to the Commission. The DEOs and CEO shall regularly monitor the quality of work done by field officers and EROs/AEROs and take corrective measures wherever required.

7. **Flagging of marked electors and PwD electors:** - Appropriate flagging of Marked electors and all the PWDs electors should be done in electoral database.

8. **Meeting with Political Parties:** - All DEOs and CEO shall have regular meetings with political parties and request their cooperation in revision process by appointing Booth Level Agents (BLAs). The copies of draft and final roll will be shared with recognized political parties, as per the existing provisions.

9. **Publicity:** - Adequate publicity and awareness drive shall be ensured by DEOs and CEO through effective SVEEP events. Regular press meets may also be organized. **Voter Helpline Mobile App for online filling of application** should be extensively popularized through college ambassadors, advertisements in cinema theaters, cable TV etc.

10. **Preparation of integrated final roll:** - As per the existing instruction, the final roll will also be a single integrated one, though without disturbing the Sr. No. of electors.

11. The CEO shall send a formal request alongwith Format 1-8 and an explanatory memoranda/note for prior written clearance of the Commission for final publication of the electoral rolls, atleast 5 days before the date of final publication.

12. All DEOs/EROs shall be directed to take immediate necessary action as per the schedule.  
Please acknowledge receipt.

Yours faithfully,

  
(NARENDRA N. BUTOLIA)  
SR. PRINCIPAL SECRETARY

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By Speed Post/Email

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/2020-ERS

Dated: 5<sup>th</sup> November, 2020

To,

Chief Electoral Officers of all States/UTs.

Subject: Appointment of Additional AEROs – regarding.

Madam/Sir,

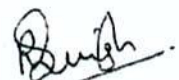
I am directed to refer to the subject cited and to state that it has come to notice of the Commission that in some states, AEROs are processing, on average, more than 10,000 forms of claims and objections in a year. Assigning such a huge number of Forms for disposal to an AERO could severely affect the quality of disposal of forms during summary revision exercise.

2. Section 13 B of the Representation of the People Act, 1950 provides for appointment of an ERO for each of assembly constituency. Section 13C of the Act further provides that one or more persons can be appointed as AERO to assist ERO in the performance of his functions. AEROs are competent to perform all the functions of the ERO as and when assigned to them by ERO.

3. Keeping in view the position stated above, the Commission has directed that, in normal course, an AERO should not be assigned more than 5000 forms in a year. This can be allowed a maximum of 7500 forms per AERO annually. The CEOs shall, therefore, review the present setup of AEROs, work distribution among them and annual disposal of forms by AEROs in their States. Wherever required, division of work may be rationalized among them in such a way that no AERO has to dispose of more than the above limit. In the Constituencies where the CEOs may expect high number of forms such as during summary revision or during election year, they may send proposals for appointment of additional AEROs.

4. Kindly acknowledge receipt of the letter.

Yours faithfully



(RITESH SINGH)  
UNDER SECRETARY

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By E-mail/Speed Post

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

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

Dated: 29<sup>th</sup> November, 2019

To,

The Chief Electoral Officers of all States & UTs  
(Jammu & Kashmir and Jharkhand)

**Subject: - Protocol for changing non-standard EPIC number to standard EPIC number - regarding.**

**Reference:-** Letter No. 23/2019-ERS (Vol.-III), dated 12.10.2019.

Sir/Madam,

I am directed to refer to the Commission's letter cited under reference whereby necessary instructions have been issued by the Commission regarding conversion of non-standard EPIC number into standard EPIC number.

2. CEOs of several States/UTs have made request for bulk conversion of large number of non-standard EPIC number to standard EPIC number from backend. In view of this, the pre-requisites as well as SOP for bulk conversion from non-standard to standard EPIC number have been developed, which are as under:-

**2.1 Pre-requisites for bulk conversion from non-standard to standard EPIC:-**

Bulk conversion from non-standard EPIC to standard EPIC is 'one-way' backend process to be undertaken by the Commission's IT team on specific request from Chief Electoral Officer making explicit request on the basis of:-

- a) That CEOs have made the request in this regard to the Commission after assessing their capabilities and availability of budget etc. for successful implementation of bulk conversion.
- b) As the elector will not be able to know that he has been allotted new EPIC Number through ERO-Net since this one will be done at the backend, CEO shall ensure that the elector concerned is duly informed regarding allotment of new EPIC number manually.
- c) That the elector will not be able to search his details using old EPIC number in electoral search facility provided on NVSP, ERO-Net and Mobile app, once the migration is done.
- d) That only new Standard 10-digit EPIC number will be available in printed electoral roll.

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(9)

- e) As it is server intensive process, conversion of only 2-3 lakh records is possible per day.
- f) That once the backend process is completed, the new EPICs shall be printed immediately and 100% distribution shall be ensured.
- g) That responsibility lies on CEO of the State/UT concerned for timely printing and distribution of new EPIC to elector, so that electors / political parties are aware about the change in the EPIC numbers. There will not be any message sent from the server end to the electors in this regard.
- h) That only after successful completion of above steps, the CEO shall communicate to the Commission for making the New EPIC search available through UNPER (within 15 days).

**2.2 SOP for bulk conversion of non-standard to standard EPIC number :-**

- (i) During conversion process, electoral roll operations on ERO-Net will have to be frozen by the State.
- (ii) CEO shall verify the complete AC & Part wise list of non-standard EPIC number through ERO-Net and raise a request to the Commission in the following format:-

State Code	AC number	Part Number	Serial no in part	Old EPIC Number

- (iii) One-time Conversion of non-standard to standard 10-digit EPIC number will then happen on state VM.
- (iv) AC/Part-wise Cross reference table consisting of elector's data along with old non-standard and new Standard 10-digit EPIC number will be provided to state for verification by ERO. The ERO will be solely responsible for ensuring that the migration has been successfully affected as per the laid down process and send the completion report to CEO.
- (v) The whole process of verification, printing and distribution of new EPIC shall be completed within 15 days from the date of migration. Thereafter, the UNPER shall be updated.

3. All the officials/officers concerned shall be informed of the Commission's above directions for strict compliance.

Yours faithfully,

  
(AJAY KUMAR)  
SECRETARY

(10)

By e-mail/speed post/camp bag

## ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

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

Dated 25<sup>th</sup> September, 2018.

To

The Chief Electoral Officers of  
all States and Union Territories.

**Subject:-** Preparation of electoral rolls in an election year- Integration, carrying out corrections and printing – hosting of electoral rolls on CEOs' website- free supply of rolls to recognized political parties and contesting candidates-regarding.

**Reference:** Commission's instructions  
1. No. 22/2/INST/ECI/FUNC/ERD/ER/2017, dated 10<sup>th</sup> January, 2017  
2. No. 23/LET/ECI/FUNC/ERD-ER/2018, dated 7<sup>th</sup> May, 2018  
3. No. 23/LET/ECI/FUNC/ERD-ER/2018, dated 20<sup>th</sup> July, 2018  
4. No. 23/LET/ECI/FUNC/ERD-ER/2018, dated 7<sup>th</sup> September 2018

Sir/Madam,

I am directed to state that the Commission's instructions relating to preparation of draft and final electoral rolls in an election year are amply clear, however, there are some queries from the poll going States. For sake of clarity and transparency to all election authorities and other stakeholders, the instructions are once again reiterated as below:

**2. Preparation of draft rolls:** All the supplements of last revision and continuous updation alongwith the mother roll shall be integrated and consolidated in a single basic roll before draft publication of electoral rolls during a summary revision, so that there is no supplement at the time of draft publication. This integration is required to be done every year before draft publication irrespective of whether it is an election or non-election year. Before such integration of roll, the supplements of continuous updation has to be first printed and kept in record after sharing the same with the recognized political parties and then integrated for publication of the draft roll, as this ensures the tracking of changes made during continuous updation since the last final publication of the roll.

**3. Preparation of final rolls:**

3.1. In a non-election year, the final roll will be in the form of the mother roll (published as draft roll) with an additional supplement of all three components namely, additions,

deletions and corrections, **without any of the changes indicated/reflected in the mother roll.** The political parties shall be asked, in writing, while supplying copies of final roll, to make necessary changes in the copies supplied, to indicate the deletions and corrections, if any, in the supplements.

3.2. In an **election year**, at the time of final publication, the basic mother roll integrated draft roll) shall be reprinted. The reprinted mother roll shall remain the same as was published at the time of draft publication, except the following changes –

- (i) The word “D E L E T E D” shall be superimposed diagonally (computer-generated) on the elector detail box concerned to indicate that the said entry has been deleted in the ‘deletion’ list of Supplement. In the ‘deletion’ Supplement, the alphabets, ‘E’ ‘S’ ‘Q’ ‘R’ or ‘M’ shall be pre-fixed against serial number of each deleted entry to denote the reason for deletion.
- (ii) Secondly, a hash (#) sign shall be prefixed before serial number of each of the entry corrected to indicate that the entry has been corrected in the ‘correction’ list of Supplement but no correction actually should be carried out in the reprinted mother roll.
- (iii) Similarly, photographs of electors corrected in the ‘correction’ supplement will not be added/changed/corrected in the reprinted mother roll. Photograph of an already registered elector received/captured subsequently, or corrected or replaced should be listed in the ‘correction’ list and retained therein. Such photographs should not be inserted in the reprinted mother roll while reflecting all other corrections. Instead, in the reprinted mother roll, in the space provided for photograph, the words **“Photo as in Correction List”** in bold should be printed. These words should be imprinted over an existing photograph in case the same is wrong or needs to be changed due to any other reason.
- (iv) In respect of cases where the photo printed in the draft roll is wrong and the correct photo is somehow not available/captured before final publication, the word **“Photo Deleted”** may be imprinted on the wrong photo in the reprinted mother roll and a (#) sign affixed to indicate the change in

'correction' list supplement. In the correction list supplement, against the space for photo, there should be no photo and words, 'Photo Deleted' should be inscribed.

- (v) After reprinting of mother roll, as mentioned above, only one supplement (comprising all 3 components) is appended to the draft roll at the time of final publication to list out Additions, Deletions and Corrections allowed during the revision period (between draft publication and final publication of roll).

**4. Hosting of draft/final electoral rolls on CEOs' website and sharing of electoral rolls with recognized political parties:** In this regard Commission's detailed instructions issued vide letter No. 23/LET/ECI/FUNC/ERD-ER/2018, dated 7<sup>th</sup> September 2018 mentioned above, shall be referred to.

4.1. Hosting of electoral rolls on website- As provided in the instructions only **image pdf** (non-editable) of electoral rolls, with only details and without photograph of electors, shall be hosted on the CEOs' website and the access to view such image PDF of electoral rolls should be strictly provided through CAPTCHA containing alphabet, numeral and special character. Therefore as soon as disposal of claims and objections is over, immediate necessary action shall be taken to convert the copy of electoral roll in image pdf accordingly so that the same is ready, well in time, for hosting on website on the date of final publication.

4.2 Sharing of electoral rolls with recognized political parties-

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

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

to each political party.

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

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

**5. Preparation and printing of electoral roll for conduct of poll and supply of copy of electoral roll to contesting candidates of recognized political parties:**

5.1. Further, in an election year, another supplement of continuous updation (for the period between the final publication and last date of making nominations), wherever necessary, is appended to the final electoral roll, for conduct of poll.

5.2. Earlier, the Commission had directed that when supplement is printed after the period of continuous updation is over after the last date of filing of nominations in case of a poll, the changes on the basis of supplements should be made by hand in the Mother Roll for the purpose of preparing the Marked Copy of the electoral roll, and letter should be given to all the contesting candidates, that they should make such changes by hand themselves in the copies of the roll supplied to them. It has, however, been observed that candidates often do not carry out the changes by hand and the Commission gets complaints that the copy of the electoral roll given to the Presiding Officers for poll is different from the copy of the electoral roll given to the candidates.

5.3 To ensure that electoral roll supplied to candidates and the copy set apart for markings (for use in conduct of poll) are identical, **the Commission has directed that Mother roll shall again be printed along with all the supplements, on the same lines as explained in para 3.2 above**, using the software provided for this purpose, at the end of the period of continuous updation after the period for last date of making nominations is over, so that there should be no need to make any corrections in the electoral roll, by hand.


5.4 A copy of this electoral roll with the Mother Roll and supplements, so printed by software,

shall be given free of cost to contesting candidates of recognized political parties. This will be made available for sale by the EROs to political parties and other persons. The same copy shall also be used for preparation of Marked Copy of electoral rolls to be used in polls.

5.5 Re-printing of such electoral roll shall be required only for those polling stations, where changes are to be carried out on the basis of supplements, being printed for the continuous updation period from the date of final publication to the last date of making nominations. Printing of the rolls again shall not be necessary for those polling stations where no change has taken place in the electoral roll and no supplement is being printed.

6. The above instructions shall be brought to the notice of all concerned for strict compliance.

Yours faithfully,

  
**(NARENDRA N. BUTOLIA)**  
**PRINCIPAL SECRETARY**