

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

Email id-ceo [uttaranchal@eci.gov.in](mailto:uttaranchal@eci.gov.in)

फोन न० (0135) 2713551

[election09@gmail.com](mailto:election09@gmail.com)

फोन न० (0135) 2713552

संख्या- |477/xxv-12(11)/2021

देहरादून : दिनांक 14 सितम्बर, 2021

स्पीड पोस्ट

सेवा में,

श्री सचिन कुमार,  
लोक विहार कालोनी,  
रूद्रपुर, उधमसिंह नगर,  
उत्तराखण्ड।  
पिन-263153

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

महोदय,

उपरोक्त विषयक आपका अनुरोध पत्र दिनांक 01-9-2021 जो इस कार्यालय में दिनांक 06.09.2021 को प्राप्त हुआ है में मांगी गयी वांछित बिन्दुओं से सम्बन्धित सूचना निम्न प्रकार प्रेषित की जा रही है-

बिन्दु संख्या-	सूचना का विवरण
बिन्दु-1,	भारत निर्वाचन आयोग के पत्र संख्या-23/BLO/20102/ERS दिनांक 3 नवम्बर 2010 की प्रति संलग्न। कुल पृष्ठ-1 (एक)
बिन्दु-2 एवं 4	भारत निर्वाचन आयोग के पत्र संख्या-23/Inst/2015-ERS दिनांक 8 जुलाई 2015 की प्रति संलग्न। (कुल पृष्ठ-4(चार))
बिन्दु-3 एवं 5	सूचना कार्यालय में धारित नहीं है।

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।

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**ELECTION COMMISSION OF INDIA**

**NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.**

**NARENDRA N. BUTOLIA**  
**UNDER SECRETARY**

Ph. 23052016  
Fax 23052050

No.23/BLO/2010/ERS  
To

Date: 3<sup>rd</sup> November 2010

The Chief Electoral Officer of All  
States and Union Territories.

Sub : Appointment of Booth Level Officers (BLOs) – regarding.

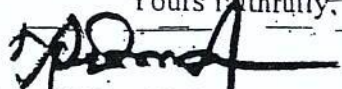
Sir/Madam,

In the meeting of Chief Electoral Officers held on 26th October, 2010, the issue of deployment of BLOs, among other issues, was discussed in detail. It was observed that despite the Commission's clear instructions that one BLO should be made responsible for only one part of Electoral Roll, a number of BLOs still continue to have charge of two or more than two polling booths. In this connection, the Commission directed that immediate efforts should be made to draft more staff as BLO to ensure that one BLO remains in-charge of only one part. The Commission has further directed that the BLO should be a government employee who is enrolled as an elector in the part of Electoral Roll, which is under his charge. A suggested list of categories of government/semi government employees in addition to teachers who can be appointed BLO is given below:-

1. Anganwadi workers,
2. Patwari/Amin/Lekhpal,
3. Panchayat Secretary,
4. Village Level Workers,
5. Electricity Bill Readers,
6. Postman,
7. Auxiliary Nurses & Mid-wives,
8. Health workers,
9. Mid-day meal workers.
10. Contract teachers,
11. Corporation Tax Collectors,
12. Clerical Staff in Urban area (UDC/LDC etc.)

CEOs should instruct all DEOs that they take utmost care while deploying semi government employees as BLO. Credentials of these workers should be verified thoroughly to ensure that they do not have any political allegiance.

Yours faithfully,

  
(NARENDRA N. BUTOLIA)

STANDARD DISTRIBUTION



भारत निर्वाचन आयोग  
Election Commission of India

गणेश स्वामी २४/७

निर्वाचन सदन  
NIRVACHAN SADAN  
अशोक रोड, नई दिल्ली - 110 001  
ASHOKA ROAD, NEW DELHI - 110 001

No. 23/Inst/2015-ERS

Dated: 8<sup>th</sup> July, 2015

To,

The Chief Electoral Officer,

All States & Union Territories.

Subject: Booth Level Officers (BLOs) - Instructions-- regarding.

Sir,

The Election Commission had constituted several Working Groups(WGs) consisting of CEOs and senior offices of the Commission to discuss different aspects of election management and give suggestions for further improvements. The 1<sup>st</sup> Working Group deliberated on different aspects of electoral roll including various issues relating to EROs and BLOs. This Working Group re-examined all existing instructions relating to EROs/BLOs in context of various references/suggestions received from CEOs from time to time . It has submitted its recommendations to the Commission. The Commission has considered the recommendations and decided to issue the following directions, in addition to the existing directions:-

**1. Appointment of BLOs**

- (a) One BLO for one Polling Station( PS) :- It has been observed that despite clear instructions that one BLO should be assigned responsibility of only one PS area, a number of BLOs continue to have charge of more than one PSs. The Commission has directed that as per requirements the DEOs shall draft more regular government employees as BLOs to ensure the compliance of ECI policy of one BLO for one PS/part.
- (b) Female BLOs: - An analysis of electoral data shows imbalanced gender ratio in electoral populace of a number of Polling Stations. This is because there may be still some women, who despite being eligible may not be enrolled in electoral rolls for various reasons. The Commission has directed that as and where possible female BLOs should be deployed in such Polling Stations to motivate the unregistered women to come forward and get them enrolled in electoral rolls.
- (c) Separate BLO for cantonment area: \_ With a view to facilitating enrolment of service personnel in electoral roll as general voters in cantonment areas(refer ECI

instructions vide letter no.24/2008-Vol II-ERS dated 3/07/2014), the Commission has further directed that present BLOs of the polling stations comprised in cantonment areas, should be replaced by, as far as practicable, the BLOs who are staff of the concerned cantonment authorities. Such cantonment staff will be in better position to keep track of the service personnel who enrol as general elector or who after posting to front stations cease to be a general elector since they become eligible for registration as service elector.

## **2. Duties and responsibilities of BLOs**

(a) House to House visits :- The Commission has directed that during annual summary revision exercise, each BLOs shall make house to house visits in their polling station area. Before these visits are scheduled, Polling Station wise de-duplication/error lists shall be generated by running the software and the said lists be handed over to the BLOs for making physical verification of the electors residing in area.

(b) Sitting at Polling Station:- The Commission has further directed that BLOs shall sit at the Polling Station assigned to them at least once in two months so that the electors in the area may visit the concerned Polling Station for checking/searching their details in electoral roll and, if needed, submit necessary claims/objections for new enrolment/correction/deletion of the existing entry. The EROs must ensure that copy of relevant part of roll and adequate number of form/applications are available with BLOs. The program for such presence of BLOs at Polling Station should be chalked out in advance at CEOs/DEO's level and due publicity be given in area considering convenience of public.

3. BLO's Register - The Commission has prescribed a BLO Register for record keeping of door to door survey done by BLOs. A sample of BLO's Register was circulated vide the Commission's letter no. 23/BLO/2010-ERS dated 09/06/2011. The BLO's Register has been slightly revised and a standardized format is attached herewith. In this format, base line e-roll data of the concerned Polling Station and analysis of format 1-8 shall be prefilled using ERMS data base and issued to BLOs for their use throughout the year. The Commission has directed that this standardized register shall uniformly be used in all States/UTs. The CEOs shall get BLOs Registers printed as per laid down procedures to maintain uniformity and standardization. These registers shall be supplied once a year.

## **4. Supervision and Monitoring**

(a) Appointment of Supervisors: - The Commission has envisaged for evaluation of BLOs performance through well defined layers of supervision and control. The CEOs have been instructed to devise a supervision mechanism at various levels. The Commission has

reiterated its directions that the work of BLOs should be supervised regularly through a battery of supervisors. The officers for appointment as BLO Supervisors should be drawn from class II officials of the State Government. Each supervisor shall have under his charge a maximum number of 10 BLOs. Supervisor shall maintain check on quality of work done by BLOs under his charge and closely monitor their functioning as BLOs. He shall work as a link between BLOs and EROs/AEROs. Appointment of supervisors will save a lot of money and time of BLOs required for recurrent meetings EROs/AEROs etc. Necessary data/ inputs can be collected more conveniently through BLO supervisors rather than direct from BLOs. The Commission has made it clear that the officers for appointment as supervisors shall be provided by DEOs. Since supervisors will be engaged in activities relating to revision/preparation/updation of rolls, they shall also be deemed to be on deputation to the Election Commission and therefore under the disciplinary control of the Commission under the provisions of Section 13CC of R.P.Act, 1950. The CEOs shall develop a standardized mechanism for monitoring of performance of such BLO supervisors. In the monitoring formats, there should be provision for senior officers like DEOs, Dy. DEOs, EROs, and AEROs to record their observations after random verification from time to time.

(b) Central Monitoring Mechanism:- The Commission has directed that an SMS based IT system shall shortly be introduced at the level of CEO office to monitor various activities of BLOs assigned to them . ECI IT team is preparing monitoring forms and the same will be available on.NVSP portal shortly. For this purpose, CEOs shall instruct all the EROs in their state to take the following action immediately:-

- (i) Updation of personal details and mobile numbers of BLOs.
- (ii) Correct demarcation of Polling Station areas and co-relation of BLOs with their respective polling areas.
- (iii) Updation of Polling Station numbers in control tables.

## **5. Evaluation**

Accountability factor shall be spelt out in clear terms to BLOs that their job crucial for fidelity of electoral rolls and their performance will be closely monitored. The CEOs shall ensure that in order to motivate the BLOs a well defined system of incentives and disincentives is put in place. A message should go down the line that while efficiency and sincerity in performance will be appreciated and rewarded adequately, any lapse in duty by any BLO shall also be seen seriously and immediate disciplinary action be taken against the erring BLO.

## 6. Training

As the BLOs are expected to perform an important job, they need a comprehensive and meaningful orientation training from time to time. The Commission has directed that whenever a new BLO is appointed, induction training should invariably be imparted to him. Later on, before every summary revision, a refresher training program on need basis should be arranged to ensure that every BLO is updated of his role and responsibilities.

## 7. Remuneration/honorarium and TA/DA

a. The Commission, vide its letter No. 23/BLO/2013-ERS dated 26/02/2014 fixed a component of remuneration to the BLOs at Rs. 5000/- per annum. The Working Group has recommended for enhancement in the existing rate of remuneration/honorarium to BLOs, so the Commission directs that ,henceforth, BLOs should be granted a minimum honorarium of Rs. 6000/- per annum. Similarly, a supervisor should be granted an annual honorarium of Rs. 12000/.

b. Besides, the Commission has also approved the proposal for a minimum amount of Rs. 1000/- per annum for a BLO for house visits made by him during the period of summary revision.

c. The Commission has also directed that BLOs should necessarily be sanctioned TA/DA, if they make travels outside their Polling Station areas for the purpose of training. Budget provision for travelling to the training venue by BLOs shall be made by CEOs/DEOs.

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

A separate checklist will be prepared by Regulatory Audit Division(RAD) of ECI for covering compliance of these instructions in their Annual Regulatory Audit Programme. A copy of these instructions is being endorsed to RAD.

Kindly acknowledge the receipt.

Yours faithfully,

  
(R.K. SRIVASTAVA)

PRINCIPAL SECRETARY

06/09/2021  
[Signature]

सेवा में

मुख्य निर्वाचन अधिकारी,  
उत्तराखण्ड।

विषय : सूचना अधिकार अधिनियम 2005 के तहत सूचना चाहने विषयक।

महोदय,

सूचना अधिकार अधिनियम 2005 के तहत निम्नलिखित पांच बिन्दुओं पर प्रमाणित सूचना उपलब्ध कराने की कृपा करेंगे।

01-उन कर्मचारियों की प्रमाणित सूची जो बी.एल.ओ का कार्य करने हेतु पात्र/योग्य है।

02-बिन्दु संख्या 01 के क्रम में बी.एल.ओ के नियुक्ति हेतु प्रक्रिया की सूचना।

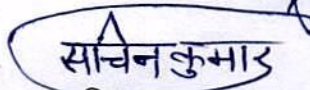
03-बिन्दु संख्या 01 के क्रम बी.एल.ओ के कार्य काल की मानक अवधि की सूचना।

04-एक विधानसभा में किसी एक भाग संख्या में एक ही कर्मचारी द्वारा बी.एल.ओ का कार्य लगातार कई सत्रों तक किया जाए तो सम्बन्धित कर्मचारी के लिए नियुक्ति या पुनः नियुक्ति आदेश प्रक्रिया की सूचना।

05-एक विधानसभा में किसी एक भाग संख्या में एक ही कर्मचारी बी.एल.ओ का कार्य सतत रूप से अधिकतम जितने सत्रों तक कर सकता है उस हेतु निर्धारित प्रक्रिया सहित प्रमाणित सूचना।

संलग्नक : भा.पो.आ. रू.10/, सं. 52F 967396 मूल रूप में।

दिनांक : 01/09/2021

  
सचिन कुमार

सचिन कुमार  
लोक विहार कालोनी,  
रुद्रपुर, उधम सिंह नगर  
उत्तराखण्ड।