



By Mail/ Speed Post

भारत निर्वाचन आयोग सचिवालय
SECRETARIAT OF THE ELECTION COMMISSION OF INDIA
निर्वाचन सदन, अशोक रोड, नई दिल्ली - 110 001
Nirvachan Sadan, Ashoka Road, New Delhi - 110 001

No.491/ECI/LET/FUNC/SVEEP-II/Vol.II/SSR/2023

Dated: 13th June, 2023

To

Chief Electoral Officers of All States & UTs
(Except Chhattisgarh, Madhya Pradesh, Mizoram, Rajasthan and Telangana)

Subject: Annual Summary Revision of Photo Electoral Rolls with reference to 1st January, 2024 as the qualifying date - regarding

Sir/ Madam,

With reference to the instructions No. 23/2023-ERS (Vol.III) dated 29.05.2023 issued for the upcoming Annual Summary Revision of electoral rolls with reference to 1st January, 2024 as the qualifying date, the **overall objectives** are as follows:

- EP ratio on the electoral rolls to match the 18+ population as per census
- Gender ratio on rolls to match the gender ratio as per census
- To increase the percentage of enrolment in the newly eligible 18-19 year age group
- To increase enrolment of Service elector in the last past of electoral roll
- To increase enrolment of overseas Indian electors in the roll
- Registration of Persons with Disabilities (PwDs) in the Electoral Roll to match with the census data of 18+ PwDs of each state
- Visible improvement in the enrolment of people from marginalised groups and communities (Inclusion)
- Purification of Electoral Rolls

2. In this regard, I am directed to convey that the Commission has directed you to launch a comprehensive campaign for the universal enrolment of all eligible citizens and de-duplication of entries in the electoral roll by drawing up a plan of action, based on the following:

I. Strategy and Implementation

A. Gaps at Micro-level and Targeted intervention

- Analysis at AC and PS level - to detect gaps in enrolment
- Door to Door survey by BLOS & distribution of awareness materials
- Identification of groups, communities with lower representation at AC/ PS level

जे.ए.ओ.
मुख्य निर्वाचन अधिकारी
उत्तराखण्ड, देहरादून
14-6-2023

A.C.E.O.

मुख्य निर्वाचन अधिकारी
उत्तराखण्ड

14-6-2023

A.R.O. III / नोडल SVEEP/सि.जे.ए.
B.S. Jaiswal
14-6-23
S.O.

- 1 -

- iv.) Special Enrolment camps of all eligible voters through music, street plays, etc. and through Social Media
- v.) Wide circulation of SSR Creatives through Social Media (Facebook, twitter, WhatsApp, etc.)
- vi.) Displays of SSR related videos at SSR camps, CEO & DEO offices
- vii.) Display of posters/ creatives on Enrolment, Voting, etc.
- viii.) Extensive use of social media, FM Radio, Community Radio, Web Radio, DDK local cable TV and AIR
- ix.) Advertisements on CEO & DEO websites, print media & other platform
- x.) Utilisation of Electoral Literacy Clubs at Schools, College Level, Community Level, Corporate levels, etc.
- xi.) Active participation of members of Voter Awareness Forums
- xii.) Holding of regular press meets
- xiii.) Popularization of Voter Helpline Mobile App for online filling of application along with www.voterportaleci.gov.in and www.nvsp.in

B. Youth enrolment (including newly eligible)

- i.) Utilisation of Electoral Literacy Clubs at Schools, College Level, Community Level, Corporate Levels, etc.
- ii.) Enrolment drive in colleges/ campuses
- iii.) Higher involvement of Nodal officers from Campuses in enrolment drive
- iv.) Special drive for enrolment of non-student youth in this age-group
- v.) Coordinate with NSS and NYKS for reaching out to youth widely
- vi.) Make Youth Voter Festival' a part of the Calendar ahead of summary revision
- vii.) Engaging State & District Icons to motivate & aim for 100% coverage of registration of young & future voters.
- viii.) Forging of widened Partnership, stakeholder-ship and collaboration with prominent youth organizations, having strong peer group influence in educational institutions, along with robust digital presence for organizing online digital Electoral Literacy Clubs through various Social Media Platforms
- ix.) Identification of dynamic and robust organizations, creative communities for deploying creative messaging on E2E process (Enrolment to Elections)
- x.) Various online programmes such as ELC Boot Camp, Talk with Icons, Creatives and various online competitions may be organized in collaboration with the youth organizations to engage young and future voters through online mode
- xi.) Organizing finales of all Competitions conducted at the District Level to enhance, amplify & widen visibility for all cumulative electoral campaign and targeted messaging
- xii.) State/ District Level Online Quiz competitions shall be organized

C. Gender Gap

- i.) Co-opting media and field formations to enrol women
- ii.) Focused attention for enrolment of housewives and women engaged as labour in cities in factories, small industrial establishments, commercial establishments, textile mills etc.
- iii.) Special camps for enrolment of women
- iv.) Appointment of Women Icons to motivate & aim for 100% coverage of registration of Women voters
- v.) Special advertisements targeting Women Voters

D. Persons with Disabilities

- i.) Maintain information in the BLO register on their disability to help in facilitation and facilitate their registration in the electoral roll
- ii.) Special camp and campaign may be taken up to register PwDs and such camps widely publicised
- iii.) Identify Community Radio networks or magazines, channels, etc for PwDs to partner. Use programmes on AIR, DD and private radio and Cable TV to reach out to PwDs
- iv.) Engaging State & District Disability Icons to motivate & aim for 100% coverage of registration of PwDs voters
- v.) Collaboration with Commissioner of Disabilities for awareness & registration Camps of PwDs
- vi.) Special disability oriented programmes (Blind football, wheel chair basketball, visually impaired music band etc) with its proper coverage through various media platforms.

E. Inclusion

- i.) Identify marginal groups and segments and their details within the Constituency
- ii.) Design educational material for identified segments or groups like Migrant labourers, Sex workers, Third Gender. Homeless, Nomads etc. Denotified, Nomadic or semi-nomadic tribes can be enrolled in the electoral roll only when they settle down at some particular place and satisfy the condition of ordinary residence.
- iii.) Identify credible partners to reach out to the identified groups and segments
- iv.) Outreach with help of partners with special registration camps
- v.) Design special awareness material for Tribal Communities in the region in their dialect
- vi.) Survey by BLOs for Migrant labourers, Sex workers, Third Gender, Homeless, Nomads etc
- vii.) Leveraging of tribal festivals
- viii.) Engaging with community leaders from these special category groups
- ix.) Collaboration with Govt. departments & ministries

F. Service Electors

- i.) Special awareness and registration camps for Defence personnel disseminating information on enrolment as General or Service Voter

- ii.) Training Nodal Officers from defence as Resource Persons for dissemination of information on the entire process of registration and voting (explain FAQs & reasons for rejection of Postal ballots)
- iii.) Popularisation of <http://servicevoter.nic.in/> for registration
- iv.) Special campaign for wives of service personnel
- v.) Tie up with local AIR and DD on their special broadcasts for Defence personnel to carry message on registration of service personnel; CEO can also have interactive sessions in these programmes
- vi.) Special Camps at Cantonment areas
- vii.) Awareness Posters & Hoarding in Cantonment areas
- viii.) Orienting of Nodal Officer from the Armed forces by DEO
- ix.) Ad Plug ins on the websites of Defence Personnel

G. Overseas Indians

- i.) Focus on families having NRIs and promote registration of NRIs among them
- ii.) Popularise NVSP link for online registration of NRIs
- iii.) BLOs to share form 6A with families having a member who is NRI and familiarize them with NVSP portal
- iv.) Distribution of awareness materials by BLOs to families having NRIs
- v.) Distribution of guidelines for filling up of Form 6A to families having NRIs
- vi.) Wide Publicity at the Airports
- vii.) Collaboration with Ministry of External affairs & Other Embassies.

III. Multi-Media Campaign

Error free roll, surrender of multiple entries and voter portal & App has to be widely publicized. Suitable multi-media content may be created to support the drive and for wide dissemination of information and publicity of dates of registration drive adequate content may be created on motivational aspects and disseminated to Districts for wider reach. Ready-made content from the SVEEP portal and also from Voter Education Channel, Hello Voter Programme and from CEO's own archives may be used after due scrutiny of their local relevance and applicability

- i.) Advertisements of SSR related videos in theatres/ OTT platforms. Advertisements should be voter service centric and not just an administrative exercise of announcement
- ii.) Advertisement of SSR creatives in local dailies/ local cable and online news channels
- iii.) Campaign shall appeal to all target audience
- iv.) Campaign Creatives shared by the Commission shall be translated in vernacular language.
- v.) QR code to download Voter Helpline App shall be included in all multimedia creatives
- vi.) Hoardings & posters on schedule of SSR in Public places and govt offices.

- vii.) Wide circulation of SSR Creatives through Social Media (facebook, twitter, Instagram, Youtube, Whatsapp, etc.)
- viii.) FAQs videos to be widely circulated
- ix.) Use of Web Radio & Community Radio
- x.) Explore new media vehicles to enhance reach of the campaign.

Engagement with Icons: Video Bytes by State & District Icons shall be used on social media. Messages on various themes such as registration, checking name in the voter's list, Facilities of Voter Helpline App.

IV. Developing Partnerships: To carry forward the SVEEP programme in relation to registration, partnerships may be strengthened with the following:

- i.) State Govt Departments
- ii.) Departments of Ministry of I&B such as Press Information Bureau, Bureau of Outreach and Communication, Public Broadcaster, AIR and DD
- iii.) Railways
- iv.) Shopping Malls
- v.) Airport Authority of India
- vi.) Private Media - TV Channels, FM Channels, Newspapers
- vii.) Educational Institutions
- viii.) BSNL/ MTNL
- ix.) Corporate Federations
- x.) Transport Department
- xi.) PSUs like Indian Oil Bharat Petroleum
- xii.) Individuals like celebrities, artists etc

V. Inputs for Social Media Campaign for SSR activity: The CEOs can effectively utilise the social media platforms to further enhance electors engagement during the SSR activity. SSR should be carried out in a campaign mode.

- CEO/ DEOs should proactively post about the various important dates and information of the SSR program on CEOs social media platforms.
- Innovative social media campaigns may be organized like
 - i.) **Selfie campaigns on social media**
 - ii.) Selfie with the BLO: Selfie at the Voter Facilitation Centre'
 - iii.) An engaging hashtag campaign with a photo/ small video of the user with a hashtag like '**Tag Your Friend Along**' may also interest the first-time voters to go register and encourage their friends to register as well during the revision period.
 - iv.) Online competitions like '**5-minute challenge**' asking voters to submit their forms online or using voter helpline app in less than 5 minutes.

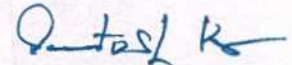
- CEOs/ DEOS may also use **crowdsourcing** for getting important creatives for the SSR promotion by organizing online competitions on social media and involving local media/ journalism college students.
- Information related to **Voter Helpline App** along with the downloading links may be shared on social media platforms for wider outreach and awareness.
- CEOs/ DEOs may use the following hashtags while sharing any posts related to SSR on social media #SSR #Nothing Like Voting #I Vote for Sure
- SVEEP Icons motivating videos to be used to promote SSR activity and motivate people for registration or any corrections.

VI. CEOs may ensure that an Addl/ Jt. CEO exclusively for SVEEP and a competent nodal officer in each district is in position as per directions given by the Commission from time to time. These directions are suggestive and CEOs/ DEOs may take up initiatives locally as required to meet the objectives of Special Summary Revision.

VII. Action as directed above may be taken up on a most immediate basis for the Special Summary revision. A reporting format for Special Summary Revision (SSR) is attached herewith which may be furnished to the Commission.

This issue with the approval of the competent authority.

Yours Sincerely,



(SANTOSH KUMAR)
SECRETARY

Enclosed: As above

Copy to :

1. PSO to Hon'ble CEC
2. PSO to Hon'ble EC (ACP)
3. PSO to Hon'ble EC (AG)
4. PS to DEC (MKS)
5. ER Division
6. South Section - I
7. West Section - I
8. North Section - I

Reporting Format for Special Summary Revision (SSR)

(Report to be sent by the CEOs to SVEEP Division after the conclusion of activity)

Name of the State / UT:

Date of Reporting :

| | | |
|-----|---|---|
| 1. | Identification of low EP Ratio/ Gender Ratio PS done. If yes numbers identified | |
| 2. | Any steps taken to identify person with disability (PWDs) electors | |
| 3. | Any Organisation/ Agencies partnered with for Summary Revision (Pl. specify) | |
| 4. | Media in which publicity given to the following: a. schedule of Summary Revision & date of eligibility for enrolment (1 st January, 2024) b. location of display of draft Roll including its availability on CEO's website c. Types of Forms for enrolment d. Details of BLO/Know your BLO | (Specify whether given in newspaper, website, radio, TV, or posters/ pamphlets) (Detail thereof) |
| 5. | Total No of Media insertions at State & UT level a. In print (newspapers) b. In TV c. In Radio d. Any other media (pl specify) | |
| 6. | Total no of mobilization/ special activities in the State & UT | |
| 7. | Special drives carried all for Youth Women PwD Service Electors Inclusivity Overseas Indians | |
| 8. | No of camps in the State & UT (Pl specify no. and dates) | Nos Dates |
| 9. | How was the day and location of camp publicised a) In print media b) Electronic media c) Interpersonal (door-door, mike announcement, prabhat pheri, etc.) d) Any other (pl specify) | Yes/ No Yes/ No Yes/ No |
| 10. | Were any camps held specially for any particular group/segment (e.g. service voters, NRIs, or any other group) if yes pl specify | |
| 11. | Details of Multi-Media Campaign | |
| 12. | The most innovative activities and interventions (pl specify) | |

Signature of CEO: _____

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

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

Dated: 29th May, 2023

To,

The Chief Electoral Officers of all States & UTs
(Except 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 - Programme - regarding.

- Ref - (i) Notification dated 30th December, 2021 by M/o Law and Justice,
(ii) Notification dated 17th June, 2022 by M/o Law and Justice,
(iii) Commission's letter No. 23/LET /ECI/FUNC/ERD/ER/2018-11, dated 25th September, 2018,
(iv) Commission's letter No. 23/LET/ECI/FUNC/ERD-ER/2019, dated 14th February, 2019,
(v) Commission's letter No. 23/2019-ERS(Vol.III) dated 29th November, 2019,
(vi) Commission's letter No. 23/INST2020-ERS, dated 30th July, 2020,
(vii) Commission's letter No. 485/ERONet-EPIC/IT(O&M)/2020 dated 16th October, 2020,
(viii) Commission's letter No. 3/ER/2021/SDR/Vol.II, dated 23rd June, 2022,
(ix) Commission's letter No. 22/02/2022-ERS, dated 27th June, 2022,
(x) Commission's letter No. 23/Inst/2022-ERS, dated 12th July, 2022,
(xi) Commission's letter No. 23/INST/2022-ERS, dated 14th November, 2022, and
(xii) Commission's letter No. 23/INST/2023-ERS, dated 16th March, 2023.

Sir/Madam,

I am directed to state that as per existing policy, the Annual Summary Revision with reference to the 1st January of the coming year as qualifying date is normally conducted in the later part of each year in all States/UTs (normally in the last quarter of a year) so that final publication of electoral roll is made in the first week of January of the succeeding year. As per the provisions in Section 14 of the Representation of the People Act, 1950, four qualifying dates (1st January, 1st April, 1st July & 1st October) are available and therefore Annual Summary Revision is conducted with reference to 1st January of the succeeding year as qualifying date, along with seeking advance application for three subsequent qualifying dates i.e. 01st April, 01st July and 01st October of the year. 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, 2023 and the same shall be referred to for the purpose.

2. Now, the Commission has decided to carry out Annual Summary Revision with reference to 01.01.2024 as the qualifying date in all States & UTs except Chhattisgarh, Madhya Pradesh, Mizoram, Rajasthan and Telangana, in such a manner that the electoral rolls are finally published much before

National Voters' Day (25th January of every year), so that EPICs generated for new electors especially young voters (18-19 years) can be distributed to them in ceremonial manner on the day of NVD.

3. There are two stages of conducting revision exercise of electoral roll, namely, pre-revision activities and revision activity. For the purpose of achieving good quality electoral rolls, pre-revision activities are given equal weightage as that of revision activity. The schedule of the Special Summary Revision of electoral roll, 2024 is as follows:

| S.No. | Activity | Period |
|--------------------------------|---|--|
| Pre-revision activities | | |
| 1. | Training of EROs/AEROs/BLOs etc on all laws and guidelines related to ER, including training on the latest IT applications and systems | From 01.06.2023 (Thursday) to 20.07.2023 (Thursday) |
| 2. | (i) House to House verification by BLOs | 21.07.2023 (Friday) to 21.08.2023(Monday) |
| | (ii) Rationalization/Re-arrangements of Polling Stations. (iii) Removal of discrepancies in Electoral Roll/EPICs. (iv) 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. (v) 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. (vi) Identification of Gaps and finalizing the strategy and timeline to bridge such gaps, and (vii) Updation of Control table | 22.08.2023 (Tuesday) to 29.09.2023 (Friday) |
| 3. | (i) Preparation of Format 1 to 8. (ii) Preparation of Supplements and integrated draft roll with reference to 01.01.2024 as the qualifying date | 30.09.2023(Saturday) to 16.10.2023 (Monday) |
| Revision Activities | | |
| 4. | Publication of Integrated draft electoral roll. | 17.10.2023 (Tuesday) |
| 5. | Period for filing claims & objections | 17.10.2023 (Tuesday) to 30.11.2023 (Thursday) |
| 6. | Special campaign dates within claims and objection period to be decided/fixe by the CEO | Two Saturdays and Sundays within claims and objection period to be decided/fixe by the CEO. |
| 7. | Disposal of claims and objections | By 26.12.2023 (Tuesday) |
| 8. | (i) Checking of health parameters and obtaining Commission's permission for final publication (ii) Updating database and printing of supplements | By 01.01.2024(Monday) |
| 9. | Final publication of electoral roll | On 05.01.2024 (Friday) |

4. Training and Orientation of ERO/AEROs, Appointments of BLOs and their training and orientations, *including training on the latest IT processes and systems* wherever required, shall be planned meticulously.

5. All the pre-revision activities shall be undertaken in accordance with the Commission's existing instructions and guidelines and Manual on Electoral Roll, 2016 and Manual on Polling Stations, 2020.

6. The CEO shall go through the schedule of pre-revision activities and recast the timeline for each and every activities within the threshold prescribed for the purpose, keeping in mind that many of the activities can be done simultaneously and if any minor change in the above schedule is required, a request should be made with full justification to the Secretary/Pr. Secretary in charge of the concerned territorial division in the Commission, for the Commission's approval within seven days from the date of issue of this letter. No change in the schedule approved by the Commission will be permitted thereafter.

7. **Pre-revision activities: -**

7.1 As the revision of electoral rolls actually starts with draft publication of electoral rolls, various pre-revision activities are required to be completed well before the actual commencement of Revision of Electoral Rolls, with the sole intention of achieving high fidelity electoral rolls. Accordingly, the CEOs shall ensure the following: -

- a. No family is broken and all the registered family members are kept in the same section and at the same place.
- b. Proper formation and reorganization of sections and parts reflecting correct house numbers, whenever required.
- c. Location of polling stations on ground floor will also be ensured.
- d. The electors of so merged/attached in polling stations are not required to travel for more than two kilometer distance and to cross any natural barriers.
- e. 100% removal of Multiple entries/Dead electors/Permanently Shifted electors through Form-7.
- f. 100% verification of polling stations and consultation with political parties.
- g. Entry of left out/prospective electors in the database.
- h. Good quality of correct images as per ECI standards.

7.2. Before the draft publication, exercise of removal of all logical errors and standardization of addresses and checking quality of photographs as well as removal of discrepancies in EPICs shall be completed in a time bound manner.

7.3 House to House(H2H) Field Verification: (i) For field verification, the BLOs will be given a pre-filled BLO register containing the details of existing electors in their respective part for H2H field visit and to get the said details verified from the head of the family. In addition to that, BLOs will collect the following information –

- a) Un-enrolled eligible citizens (eligible on 01.10.2023)
- b) Prospective electors (eligible on 01.01.2024)
- c) Prospective electors (eligible on three subsequent qualifying dates)
- d) Multiple entries/dead electors/Permanently Shifted Electors
- e) Correction in the ER entries

(ii) On completion of field verification, each BLO and each ERO shall furnish the certificate to the Chief Electoral Officer through DEO concerned, to the effect that details in respect of all the five items have been collected 100% without any left over.

7.4. Rationalization of Polling Stations and Formation of sections:

- (i) The activity of Rationalization of Polling Stations is done after 100% physical verification of the polling station locations and the relevant parts of the electoral rolls. The Booth Level Officer (BLO) will upload photos and location information of the polling station, along with data like latitude and longitude of the Centre, from their registered mobile number on GARUDA App.
- (ii) The physical verification of the polling station locations, shall be conducted in such manner that it could be assessed as to whether the building is in proper condition and it meets the other parameters set by the Commission for smooth conduct of poll. A senior officer should be designated by the District Election Officer to perform the work of physical verification.
- (iii) Polling stations, **having more than 1500 electors**, shall be rationalized/modified as per the given schedule before the draft publication of electoral rolls, in accordance with instructions contained in Manual on Polling Station, 2020. A new Polling Station shall be created only after rationalizing the sections to the adjacent Polling Stations to the possible extent. Proposal for change of location shall be sent to the Commission only after 100% verification/inspection of the polling station and along with longitude and latitude. Latitude and Longitude of the all proposed for creation/ Polling Station, newly identified and proposed for creation/change of location of Polling Station shall be captured and details of the same shall be updated in the ERO-Net Dashboard.
- (iv) Other objectives of rationalization of polling stations are to group all the family members and neighbors in a section and maintain uniformity of addresses in ER and EPICs.

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

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

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

(viii) 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.

7.5 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.

7.5.1 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.

7.5.2 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 is 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.

7.5.3 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.

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

8.1.1. 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 01.01.2023 as the qualifying date along with it 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.

8.1.2. 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.

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

9. Before draft publication, it must be ensured that all the advance application received w.r.t. 01.10.2023 are processed and disposed of, so that all corresponding entries are amalgamated in draft roll.

10. **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 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 alongwith 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.

11. **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.

12. **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.

13. **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.

14. 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 & No. 23/Inst/2023-ERS dated 16th March, 2023.

15. Display of list of claims and objections: -

15.1 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.

15.2 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.

16. 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.

17. Procedure of Deletion: -

17.1 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.

17.2 Demographically Similar Entries (DSEs), Permanently Shifted and Deceased: -

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

Deletion of the name of deceased elector may be done without obtaining Form -7, if the identity is established with reference to death certificate or after field verification on the basis of death certificate from the competent authority obtained by BLO or submitted by family members, or from list of deceased electors, collected from database of Registrar of Birth and Death.

17.3. 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) In all cases of proposed deletions through Form - 7, notice except death cases must be issued to the elector concerned and must be duly served on him. In cases where the elector is not found living at the address in the electoral roll due service of notice must be done by affixation on the wall in the presence of at least two witnesses whose signatures should be obtained on a copy of notice and kept in the file by the Electoral Registration Officer so as to ensure that provisions of rule 21A of the Registration of Electors Rules, 1960 for giving reasonable opportunity of hearing to the person concerned are duly complied with. Only in

the case of death, a death certificate or statement of relatives, friends or neighbours can be accepted in lieu of the proof of due service of notice.

- (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.
- (ix) 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.

18. Supervision and Checks by Supervisor/AEROs/EROs: -

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

18.2 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.

18.3 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.

18.4 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.

19. 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 upto 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) atleast 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 atleast 10 Forms (4 additions + 4deletions + 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 atleast 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.

20. 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.

21. 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.

22. 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.

23. 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.

24. 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 25.3 of Chapter 25 of Manual on Electoral Rolls, 2016 for detailed guidelines in the matter).

(v) CEO will request to the recognized political parties to identify and appoint Booth Level Agent (BLA) for each polling station who would be associated with BLO during revision period. The BLOs will go through the draft electoral roll with BLAs of recognized political parties of State concerned and identify the corrections 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 parties to file applications in bulk, subject to the condition that a BLA shall not submit more than 10 Forms to BLO at one time/in one day. If a BLA files more than 30 Applications/Forms during entire period of filing claims and objections, then the cross verification must be done by ERO/AERO themselves. Further, the BLA will also submit a list of application forms with a declaration that he has personally verified the particulars of the application forms and is satisfied that they are correct.

25. 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.

26. 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.

27. 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 henceforth shall be done only through ERO-Net.**

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

- (i) At the time of draft publication to publish mother roll for SSR, 2024 w.r.t. 01.01.2024 as the qualifying date, the updated roll of 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 signas 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.

28. 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 1st January, 2024 and with Formats 1-8 and memoranda/note mandatorily, explaining as to how the roll revision process has achieved the targets fixed and suggesting the strategy to address shortfalls, if any, during next continuous updation. This should, in any case, be done at least 5 days before the date of final publication, so that clearance of the Commission may be conveyed at least 3 days before the date of final publication.

(iii) It is clarified that Formats 1 to 8 will be generated through ERO-Net. For this, the data of age-cohort wise projected population, entered during the last SSR, 2023 shall be updated by the DEOs immediately.

29. 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.


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

31. 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.

PRINCIPAL SECRETARY

Yours faithfully,



(AJAY KUMAR)
PRINCIPAL SECRETARY